



## City of Biggs

### **Agenda Item Staff Report for the Regular City Council Meeting: January 14, 2011 6:00PM**

DATE: January 18, 2011  
TO: Honorable Mayor and Members of the City Council  
FROM: Pete Carr, City Administrator  
SUBJECT: Update to Personnel Manual (Discussion/Action)

City Administrator is seeking Council approval of a revised City Personnel Manual.

#### **Background**

The City of Biggs Personnel Manual was adopted by Council Resolution 2006-06, and covers many pertinent areas of employment expectations and benefits. This manual superseded the 2002 manual.

Resolution 2006-27 subsequently amended the manual by providing for a temporary deferral of pay for certain municipal employees. This provision continued for twelve months, concluding in 2007.

No other changes have been made to the manual since 2006. Some Council actions and administrative practices have developed which should be incorporated into the manual.

Based on a review of the manual and experience with the city, City Administrator proposes a number of changes at this time, shown on Attachment A.

Most changes are clean-up – correcting typos, eliminating unnecessary or outdated information, etc. Changes have been reviewed by the city attorney and the mayor, discussed with salaried staff and, where appropriate, with the bargaining unit.

Several changes referenced in Attachment A are of substance, as follows:

1. Implements the salary plan framework per new schedule and progression system, including pay-for-performance and elimination of automatic step increases.
2. Adds position and job descriptions to complement the new system.

3. Changes part-time employees' benefits to accrue *prorated* for sick leave, holidays, vacation.
4. Administrator *may allow* downward bumping in a layoff, instead of it being an employee right.
5. Clothing expectation eliminates shorts under any circumstance; adds more definition to skirt length and uniform headwear standard.
6. Limits management leave so applicable employees (city administrator and public works superintendent only, at this point) are limited to a use-it-or-lose-it cap similar to that of sick leave and vacation benefits.
7. Implements other parts of the labor MOU like grievances steps, callback, etc.

This topic was introduced at the October 18 meeting where city administrator was directed to provide a "track changes" version. This was provided to council October 20 electronically and as a hard copy available for review at city hall. Council on November 15 requested more time for review. Mayor Frith reviewed the documents with the city administrator in early January.

Since the October council meeting, the MOU with Laborers Local 185 has been approved. Attachments are updated to reflect this.

Attachment:

Personnel Manual Update with Exhibits 1, 2 and 3  
Draft Resolution to adopt new manual

### **Recommendation**

Approve the revised personnel manual as drafted by adopting Resolution 2011-05.

### **Fiscal Impact**

No direct or immediate budget changes are associated with these personnel manual changes.

## **ATTACHMENT to Staff Report: Personnel Manual Update**

January 18, 2010

The following changes are proposed for the City of Biggs Personnel Manual.

### Classification Plan

1. Personnel Rules – Classification (Page PR-3) is relocated in manual from the Rules section to the Classification section.
2. Salary Schedule and Concept pages are added (Exhibit 1) consistent with MOU.
3. Staffing Requirements Guideline is added (Exhibit 2).
4. Job descriptions are Exhibit 3.
  - a. Accounting Technician is added (was Accounting Analyst as of April 2010).
  - b. Sr Accounting Clerk and Accounting Clerk job descriptions are updated.
  - c. Admin Assistant position is added as an entry level position, part or full time.
  - d. City Clerk is added as a stand-alone appointment (job description approved November 2009).
  - e. Public Works Superintendent job description is added. This position was approved in 2008 without a formal job description.
  - f. Public Works crew positions are being modified in conformance with newly approved MOU (approved Nov 2010 as part of MOU, job descriptions in progress).

### Employee Benefits

( ) = Page in Current Manual

1. (EB-1) Section 1. Bereavement Leave Policy is updated to include “aunt, uncle” as agreed by Council and incorporated into MOU in 2007.
2. (EB-3-1) Mandated Leaves – delete specific leave categories and provisions, noting that City leave policies are consistent with current Federal and State law. Delete first sentence of section 2 and first exhibit. Delete sections 3, 5, 6.
3. (EB-4) Health Insurance – delete “EPO” as an available insurance plan. Add “Coverage provider, plan and contribution amounts may be amended by City Council from time to time.”

4. (EB-5) Holidays – Add as second sentence: “Part-time employees will accrue vacation according to the average number of hours per day they are scheduled to work in a typical week.” Delete “will” from “shall will be” in second paragraph.
5. (EB-6) Pension – Add “Employees will pay their own contribution as specified by the PERS plan formula.”
6. (EB-7) Sick Leave: Add as second paragraph to Section 1: “Part-time employees will accrue sick leave according to the average number of hours per day they are scheduled to work in a typical week.”
7. (EB-8) Vacation: Add to Section 1: “Part-time employees will accrue vacation on a pro-rated basis according to the average number of hours per day they are scheduled to work in a typical week compared to an 8-hour day. For example, an employee who works 30 hours a week would accrues 75% of benefits provided to full-time 40-hr per week employees.”

#### Personnel Rules

1. (PR-1) Modify to apply rule to all officers and employees. Define categories of employees.
2. (PR-5-1) Section 2 Disciplinary Policy – Add as last sentence “The City reserves the right to immediately remove employees from the workplace who present a safety risk to themselves or others, or who present a significant morale issue among coworkers; such removal may be effectively a suspension from work.”
3. (PR-5-2) Section 3 Disciplinary Action Notifications -- Modify the first sentence to read “Generally employees shall not be subject to disciplinary action unless...”
4. (PR-6-2) Grievance Procedure Section 4 Item C. Modify to read “The hearing will be closed to the public.”
5. (PR-7-1) Recruitment Policies and Procedures Section 2 Policy – modify the first sentence as follows “... will generally be processed...”
6. (PR-7-1) Section 3 Procedure – Modify first sentence of B. Advertising Sources to read “Print and digital publications may be utilized for recruiting.” Delete the matrix table depicting advertising sources.
7. (PR-7-2) Modify C. Employment Opportunities Announcement to read “Prepare an announcement for each recruitment, editing the announcement for the cost and audience of the publication. Consider referring readers to the city website for more information and retrieval of forms. Delete D, E and F.

8. (PR-7-3) G. Evaluation – (now becomes the new D) Modify procedural step 5 to read "... for the position, call ..."
9. (PR-7-4) H. Determining the Examination Process – delete the last sentence.
10. (PR-7-5) Rating candidates – Modify to read "... use a form such as..."
11. (PR-7-5) Background Investigations – Replace with "Conduct criminal and credit records checks on selected applicants through the City's law enforcement department."
12. (PR-10-1) Layoff Policy & Procedure – Section 3 Vacancy and demotion – replace "shall" with "may." Delete sections 4, 5, 6.
13. (PR-10-2) Correct typos: Section 7 title to read "Statute"; Section 8B replace the second "that" with "than." Section 8 delete C. Section 9 Re-employment, Paragraph A -- replace "shall" with "may."
14. (PR-11-1) Method of Filling Vacancies, Section 5. Temporary Employee Status – modify first sentence to read "A temporary employee shall not accrue the same benefits as a probationary employee." Delete last sentence.
15. (PR-13-1) Personnel Records Section 3. Release of Records – add "11. Value of City-paid employee benefits."
16. (PR-15-1) Pre-employment Examinations Section 1 Policy – Modify as follows:  
"All candidates for employment shall undergo the following examinations, pursuant to the job description for the position being applied, prior to ..." and specify which test[s] apply to all positions.
17. (PR-18-1) Separation from Service Section 1 applicability – delete reference to a specific MOU by year.
18. (PR-10) Layoff Policy -- relocate in manual to follow Promotions, Demotions.

#### Personnel Policies

1. (PP-1-1) Attendance Section 1 Applicability -- delete reference to a specific MOU by year. Delete Section 7.
2. (PP-5-1) Employee Clothing Requirements Section 2. Policies A. General Provisions item #5 – add "... or distracting from the identification of the employee as a City employee."
3. (PP-5-1) Employee Clothing Requirements Section 2. Policies B. Clothing – Delete references to "shorts", modify length requirement to read "Skirts or dresses must extend to at least the top of knees." Delete 2. Field Inspection

- Employees in its entirety. 3. Maintenance Workers -- Delete the last two sentences. D. Protective Clothing -- delete reference to a specific MOU by year.
4. (PP-6-2) Industrial Injury Section 7. Workers comp – Replace with "City maintains workers compensation insurance. Carrier contact information is posted in the workplace."
5. (PP-9-1) Management Leave, Section 4 – Add as a new item: "Management leave may only be accrued up to a maximum of 256 paid hours. Management leave time will not be accrued over that amount and amounts over that amount will therefore be lost." (This is patterned after the city's vacation limit.)
6. (PP-12-1) Standby and Callback – modified to reflect recently approved MOU.

**CITY OF BIGGS – CLASSIFICATION PLAN – SALARY PROGRESSION GUIDELINE**

Approved by City Council November 15, 2010  
Effective October 1, 2010

**Concept for Wage and Salary Schedule – Biggs October 2010**

Objectives: Cost control, stability and flexibility for City;  
Incentives, rewards and development for employees.

1. City of Biggs offers flexible merit increases based on demonstrated performance.
2. The Salary Schedule sets an introductory rate and a maximum rate for city employee positions.
3. Annual increases based on merit per the annual performance evaluation rating earned as follows:

Performance eval rating 1 or 2	=	1% increase
Performance eval rating 3	=	3% increase
Performance eval rating 4	=	4% increase
Performance eval rating 5	=	5% increase

Raises are driven by demonstrated performance with annual review.  
Employees, in concept, can earn top value in 5-12 years, depending on performance.

4. The Top value listed in the Salary Schedule is a cap for the value of that position.
  - A. The incentive is to perform well enough to earn higher raises, and qualify to promote up.
  - B. Increased longevity is already rewarded by increased vacation and pension benefits.
5. COLA: The City of Biggs does not recognize the practice of automatic annual cost-of-living (COLA) adjustments based on CPI or other factors. The City will consider annually its resources, the market for each position, and the cost of living in deciding whether to apply adjustments to individual salaried and/or to the salary schedule.

## CITY OF BIGGS – CLASSIFICATION PLAN – SALARY SCHEDULE

Approved by City Council November 15, 2010  
Effective October 1, 2010

	Entry			Top	
	Month Hour	Annual		Month Hour	Annual
City Administrator	6,365 36.72	76,380		7,956 45.90	95,472
Public Works Superintendent	4,148 23.93	49,776		5,185 29.91	62,220
Public Works Supervisor	3,771 21.76	45,252		4,714 27.20	56,568
Planning Assistant/ Code Enforcement	2,592 14.95	31,104		3,240 18.69	38,880
Finance Director	3,428 19.78	41,136		4,285 24.72	51,420
Accounting Technician	2,862 16.51	34,340		3,577 20.64	42,924
Senior Accounting Clerk	2,602 15.01	31,218		3,252 18.76	39,024
Accounting Clerk	2,365 13.64	28,380		2,956 17.05	35,472
Administrative Assistant	2,150 11.16	25,800		2,688 15.51	32,256
Chief Plant Operator Level 3 License	3,490 20.13	41,880		4,292 24.76	51,504
Treatment Plant Operator Level 2 License	3,035 17.51	36,420		3,733 21.54	44,796
Treatment Plant Operator Level 1 License	2,759 15.92	33,108		3,393 19.57	40,716
City Crew III Water System Operator	2,508 14.47	30,096		3,085 17.80	37,020
City Crew II Equipment Operator	2,280 13.15	27,360		2,804 16.18	33,648
City Crew I General Maintenance	2,101 12.12	25,210		2,550 14.71	30,600

*monthly salary is the driver*  
*hourly is monthly divided by 173.334*  
*annual is monthly x 12*

City Clerk is \$150/mo stipend

Note:

No stated steps, 25% entry to top, performance based @ 1-5%/yr  
Evaluation 1 or 2 = 1%; 3=3%; 4=4%; 5=5%  
Generally 10% graduation between positions in a career path.

## CITY OF BIGGS – CLASSIFICATION PLAN – SALARY SCHEDULE

### CERTIFICATE RECOGNITION

**Objective:**

Provide employee training incentive and recognize value to city in employees possessing skill certificates and special licenses – within city budget limits.

**Principles:**

1. Salary schedule recognizes 3 levels of WWT operator, 1 level of water operator.
2. Where position level already requires and recognizes certificate requirement & attainment, no additional recognition is necessary.
3. Biggs recognize certificates and licenses where they are of significant value to city but are not already otherwise recognized by position.
4. City will continue to pay costs of employee training, materials, testing, certificates and special licenses.

D1	No stipend
T1 or D2	\$30/mo
T2 + D2	\$75/mo
Water Backflow Prevention	No stipend
T3, D3	No stipend
Level 1 WWT	\$75/mo
Level 2 WWT	\$95/mo (includes WWT1)
Level 3 WWT	No stipend at this time
Class B license	\$25/mo if Crew 1, required for Crew 2 and above.
Bi-lingual skill	No stipend

Public Works employees in Crew II and above who do not currently have Class B license are allowed six months to obtain the license; after which failure to obtain and maintain the Class B license may be considered a performance issue. City will pay cost of training, testing and licensing.

Should the city determine the need for any license no longer exists, certification stipend would cease.

**CITY OF BIGGS – CLASSIFICATION PLAN – STAFFING REQUIREMENTS GUIDELINE**

Approved by City Council November 15, 2010  
Effective October 1, 2010

**STAFFING REQUIREMENTS**

1. Staffing requirements are determined and reconsidered from time to time by the city administrator in consultation with the city council. City administrator is expected to keep required positions filled, and to not add new positions or refill vacant positions without approval of the council.
2. This schedule will be revised from time to time by City Council; revision to this manual is not required in each case. As of October 2010 the authorized city staffing is as follows:

City Administrator	1
Public Works Superintendent	1
Public Works Supervisor	0
Planning Assistant/ Code Enforcement	.5 to 1
Finance Director	0
Accounting Technician	2
Senior Accounting Clerk	0
Accounting Clerk	0
Administrative Assistant	0
Chief Plant Operator Level 3 License	0
Treatment Plant Operator Level 2 License	1
Treatment Plant Operator Level 1 License	0 or 1
City Crew III Water System Operator	1
City Crew II Equipment Operator	1 or 2
City Crew I General Maintenance	0 or 1

3. Public Works crew consists of one management superintendent and four employees, at least one of whom is a licensed Level II WWTP plant operator; prefer to have two licensed WWTP operators. One employee will have water treatment Level I and water distribution Level II licenses. Two employees will be equipment operators and/or general maintenance.

## CITY OF BIGGS – CLASSIFICATION PLAN – JOB DESCRIPTION

<b>DATE APPROVED BY CITY COUNCIL</b> [Pnding]	<b>COMP. CODE</b>	<b>SERVICE</b> ( ) EXEMPT (X) CLASSIFIED	<b>JOB TITLE</b> Accounting Technician
<p><b>DEFINITION:</b></p> <p>Under general supervision of City Administrator or Director of Finance, provides wide range of accounting and clerical support to the Administration and Finance Department; completes month-end and year-end procedures, assists budget preparation, audit preparation, general ledger systems. Develop and implement administrative/operational procedures. Identify gaps and problems in city administration functions, perform troubleshooting and analysis on accounting and clerical related functions, propose and implement solutions. Support public relations, customer service and various other functions relating to city administration. Provide support to code enforcement and planning services office. May supervise an administrative assistant. Assist in website administration. Special projects as assigned. May be assigned to Accounts Receivable or Accounts Payable. May additionally be appointed City Clerk, IT system administrator and/or Public Benefits Administrator.</p> <p>In addition, if assigned to <u>Accounts Receivable</u>: prepare and distribute all utility billing including industrial electric; produce payment receipts; handle non-pays and shutoffs and collections; track HOME mortgage payment schedules; prepare correspondence with customers and other agencies; update city records for sales tax, property tax, VLF. Prepare reports for State and other agencies for electric utility distribution and sales. Assist in utility rate case data collection and analysis.</p> <p>If assigned to <u>Accounts Payable</u>: administer payroll including employee in/out processing, compensation, PERS coordination, compensation and benefits; maintain personnel files and assist in other personnel administration matters. Prepare invoices for approval and manage accounts payable; review daily cash flow and account balances; make periodic debt service transfers; maintain pass-thru billing accounts; assist in grant project accounting; assist in fixed asset depreciation. Support risk management program. Complete and file annual forms and reports to other agencies. Issue and track animal licenses and business licenses.</p> <p><b>TYPICAL DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Performs accounting and complex clerical and administrative duties involving the use of knowledge of policies and procedures as well as independent judgment;</li> <li>• Maintains appointment schedules and calendars, coordinates with Public Works and other departments;</li> <li>• Maintains centralized filing system and department personnel records;</li> <li>• Coordinates grant and risk management activities;</li> <li>• Assists the City Administrator by carrying out details of special studies, preparing reports, researching policies and procedures, and assembling data for a variety of uses and assists with coordination of activities between various departments and internal department operations;</li> <li>• Develops forms, procedures, record systems, or processes to improve operations;</li> <li>• Office reception, works with the public and other employees in a pleasant professional manner;</li> <li>• Collects utility payments and coordinates special payment arrangements and utility disconnections;</li> <li>• Prepares reports for use of City Council, Finance Director, City Administrator and other departments;</li> <li>• Prepares and assists with annual budget development; and</li> <li>• Performs related duties and projects as assigned and required.</li> </ul>			

## **CITY OF BIGGS – CLASSIFICATION PLAN – JOB DESCRIPTION**

### **DESIRED QUALIFICATIONS:**

#### **Knowledge of:**

- English usage, grammar, spelling and punctuation;
- Accounting principles, practices and methods of governmental accounting procedures;
- Modern office methods, procedures, equipment and business letter writing;

#### **Ability to:**

- Interpret and apply administrative and departmental policies, laws and rules;
- Compile and maintain complex and extensive records and files;
- Communicate clearly, concisely and effectively;
- Establish and maintain cooperative working relationships with subordinates, superiors, and the general public;
- Work independently in the absence of specific instructions;
- Maintain discipline and enforce rules, regulations and procedures;
- Assemble, analyze and prepare information in a logical manner;
- Define problems, produce data and make appropriate recommendations for solutions.

#### **Experience:**

Three years of recent responsible experience in application of accounting principles, practices and methods of governmental accounting procedures, preferably in a public agency or utility.

#### **Education:**

Graduation from an accredited college with a degree in Public or Business Administration or a closely related field or an equivalent combination of education, experience and/or training which demonstrates the ability to perform the duties required of the position.

#### **Additional Requirements:**

Possession of a valid California Driver License if required to drive on city business.

Ability to obtain bonding as an agent of the city.

#### **Compensation Basis:**

Salaried non-exempt. Amount per current city Pay Plan.

**RESOLUTION NO. 2011-05**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS REPEALING  
THAT CERTAIN CITY OF BIGGS PERSONNEL MANUAL DATED FEBRUARY 2006  
AND ADOPTING A REVISED CITY OF BIGGS PERSONNEL MANUAL DATED  
JANUARY 2011**

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**WHEREAS**, the City Administrator has reviewed the City of Biggs Personnel Manual dated February 2006 and has determined it to be obsolete, outdated and incomplete, and

**WHEREAS**, the City Administrator has prepared a revised City of Biggs Personnel Manual dated January 2011 and recommends its adoption by the City Council, and

**WHEREAS**, the City Council has reviewed said Personnel Manual as prepared by the City Administrator and concurs with its content.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Biggs that

1. That certain City of Biggs Personnel Manual dated February 2006 be and is hereby repealed.
2. That certain City of Biggs Personnel Manual dated January 2011 is hereby adopted.
3. Said Personnel Manual may be amended from time to time in the future as appropriate by resolution of the Council.

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**I HEREBY CERTIFY** that the foregoing **RESOLUTION** was duly introduced, passed and adopted at a regular meeting to the City Council of the City of Biggs, held on the 24<sup>th</sup> of January, 2011, by the following vote:

AYES: COUNCILMEMBER \_\_\_\_\_

NOES: COUNCILMEMBER \_\_\_\_\_

ABSENT: COUNCILMEMBER \_\_\_\_\_

ABSTAIN: COUNCILMEMBER \_\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_  
Roben Dewsnap  
City Clerk

\_\_\_\_\_  
Roger L. Frith  
Mayor